



COMMON SENSE AND COMMON COURTESY

Many election inspectors have had little interaction with people with disabilities; here are a few courtesies and guidelines:

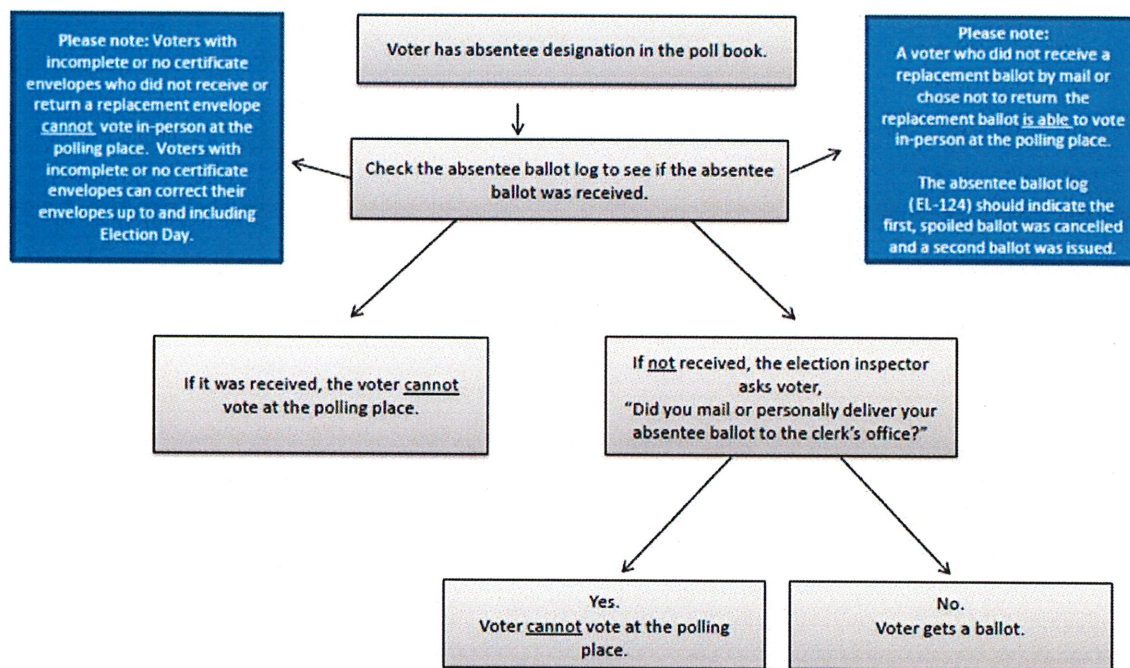
- ❖ State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- ❖ Remember that all voters deserve courteous attention in exercising their right to vote.
- ❖ Be considerate of the extra time it might take for a person with a disability or an elderly person to go through the entire voting process.
- ❖ Give unhurried attention to a person who has difficulty speaking.
- ❖ Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- ❖ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ❖ Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing electors.
- ❖ Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- ❖ Greet a person who is visually impaired by letting the person know who and where you are.
- ❖ Provide a guiding device such as a ruler or a signature guide for signing forms.
- ❖ When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.
- ❖ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

(5) Whenever an elector returns a spoiled or damaged absentee ballot to the municipal clerk, or an elector's agent under sub. (3) returns a spoiled or damaged ballot to the clerk on behalf of an elector, and the clerk believes that the ballot was issued to or on behalf of the elector who is returning it, the clerk shall issue a new ballot to the elector or elector's agent, and shall destroy the spoiled or damaged ballot. Any request for a replacement ballot under this subsection must be made within the applicable time limits under subs. (1) and (3)(c).

6.86(6)(6) Except as authorized in sub. (5) and s. 6.87 (9), if an elector mails or personally delivers an absentee ballot to the municipal clerk, the municipal clerk shall not return the ballot to the elector. An elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on election day.

6.87(9)(9) If a municipal clerk receives an absentee ballot with an improperly completed certificate or with no certificate, the clerk may return the ballot to the elector, inside the sealed envelope when an envelope is received, together with a new envelope if necessary, whenever time permits the elector to correct the defect and return the ballot within the period authorized under sub. (6).

Absentee Voters at the Polling Place



Election inspectors should follow these procedures if a voter with an absentee designation in the poll book comes to the polling place to vote on Election Day, in addition to the procedures outlined in the Electors section.

Quick Guide to Checking ID

Review this document before checking IDs for pre-registered voters.
ID is checked at the poll book, per the WI Elections Commission.

Revised 6/2020

1. Be respectful and reasonable as you offer to check a voter's ID while the other officials are looking up their name on the poll book.

- ✓ It is not acceptable to make comments about how good or bad someone looks in their photograph, or to make comments about changes in weight, hairline, etc.
- ✓ IDs contain confidential information. Observers and other voters are not allowed to examine a voter's ID.
- ✓ Do not handle the voter's wallet.
- ✓ Confidential voters are exempt from showing ID. They will instead present a confidential voter card issued by the City Clerk-Treasurer's Office.

2. Make sure the type of ID is acceptable – one of the following:

- ✓ Wisconsin driver license expiring after 11/6/2018
 - No hole punched through expiration date
 - A license that says "Valid Without Photo" is acceptable; these cards are issued to residents with sincere religious beliefs against being photographed.
- ✓ Wisconsin ID card expiring after 11/6/2018, or non-expiring
 - An ID card that says "Valid Without Photo" is acceptable; these cards are issued to residents with sincere religious beliefs against being photographed.
- ✓ U.S. passport (book or card) expiring after 11/6/2018
- ✓ Military ID card expiring after 11/6/2018, or non-expiring
- ✓ Certificate of naturalization issued within the last two years
- ✓ Unexpired Wisconsin driver license or state ID receipt
- ✓ ID card issued by a federally recognized Indian tribe in Wisconsin
- ✓ Student ID issued by a Wisconsin accredited college or university
 - If expired, accompanied by proof of current enrollment
 - Has student's signature
 - Lists an issuance date
 - Expires within 2 years of issuance
 - The UW-Madison WisCard does not meet the above requirements, but UW-Madison issues a separate Voter ID card that is acceptable.
- ✓ Unexpired or non-expiring ID issued by Veterans Affairs
- ✓ Citation or notice of intent to revoke or suspend a driver license, dated within 60 days of the election (see Election Official Guide for more information)

3. Make sure the expiration date on the ID is acceptable

- ✓ Expires after 11/6/2018 for Wisconsin driver license, Wisconsin ID, U.S. passport, or military ID
- ✓ Non-expiring Wisconsin ID or military ID is considered unexpired, and is acceptable
- ✓ Unexpired for Wisconsin driver license receipt or Wisconsin ID card receipt
- ✓ Issued within last 2 years for certificate of naturalization
- ✓ May be expired for ID cards issued by federally recognized Indian tribes in Wisconsin, or for student IDs issued by a Wisconsin accredited college or university

4. Make sure name reasonably conforms to the poll book

- ✓ The officials looking up the name on the poll book are comparing the name stated to the name on the poll book. They will notify you if the name on the poll book differs from the name stated.
- ✓ Use common sense. An exact name match is not required. Bob conforms to Robert. Peggy conforms to Margaret. Witzel-Behl conforms to Witzel or Behl.

5. Make sure photo reasonably resembles voter, keeping in mind photo may be a decade old.

- ✓ Use common sense.
- ✓ Show dignity and respect.
- ✓ If in doubt, contact the Chief Inspector or call the Clerk's Office (364-6680).
- ✓ Note that two acceptable types of ID will not contain a photograph:
 1. A citation or notice of intent to revoke or suspend a driver license, dated within 60 days of the election.
 2. A State of Wisconsin, Department of Transportation issued, ID card without a photo, issued to someone with a religious objection to being photographed

Reminder – the following are not accepted as voter ID:

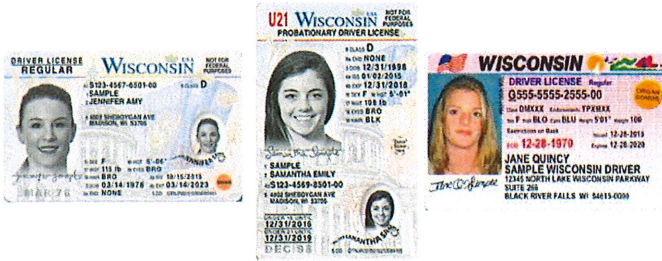
- ⊗ Out-of-state driver license or ID
- ⊗ State or Federal government employee ID
- ⊗ Transportation Worker Identification Credential (TWIC)
- ⊗ Homeland Security Trusted Traveler card
- ⊗ Airline or airport issued ID
- ⊗ Employment ID cards
- ⊗ Membership or organization ID
- ⊗ Certificate of citizenship

ACCEPTABLE PHOTO IDS FOR VOTING IN WISCONSIN

Information Provided by the Wisconsin Elections Commission

WHAT PHOTO IDS CAN I USE TO VOTE IN WISCONSIN?

State of Wisconsin Driver License



Can be expired since November 6, 2018
(currently the last General Election)

State of Wisconsin ID Card



Can be expired since November 6, 2018
(currently the last General Election)

Wisconsin Driver License OR State ID Card Receipt OR WIDMV ID Petition Process Photo Receipt



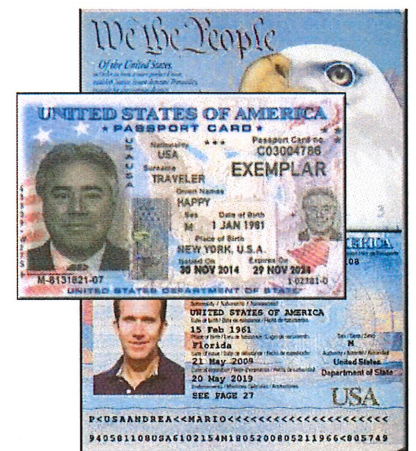
Valid for 45 days from the date receipt was issued
OR 60 days for the ID Petition Process Receipt

Veterans Affairs ID



Must be unexpired or have
no expiration

U.S. Passport Book or Card



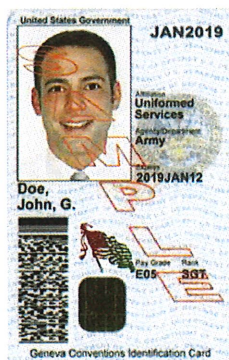
Can be expired since
November 6, 2018
(currently the last General Election)

Student ID Card + Enrollment Verification (only if student ID is expired)



Valid for voting if the
expiration date is no more
than 2 years from the date
the card was issued. Still
valid for voting if expired and
accompanied by valid
enrollment verification

U.S. Uniformed Services



Can be expired since
November 6, 2018
(currently the last
General Election)

Tribal ID Card



Still valid for voting if
expired

Certificate of Naturalization



Only valid for voting if Certificate
was issued not more than 2 years
before the date of the election

Find more information on the Photo ID law at www.BringIt.wi.gov
Register to vote or check your registration status at: www.MyVote.wi.gov
Contact the Wisconsin Elections Commission at 1-866-Vote-Wis or at elections@wi.gov

PROOF OF RESIDENCE		VS.	PROOF OF IDENTIFICATION	
Proof of Residence (Registration)	Standards		Proof of I.D. (issuing a ballot)	Standards
State of WI Driver License or Instructional Permit (<i>Cannot be used as POR if hole punched</i>)	- May be revoked or suspended --Unexpired		State of WI Driver License or Instructional Permit (<i>May be used if hole punched</i>)	- May be revoked or suspended - Unexpired or expired after 11/6/2018
State of WI Identification Card (<i>Cannot be used as POR if hold punched</i>)	- Unexpired		State of WI Identification Card (<i>May be used if hole punched</i>)	- Unexpired, or expired after 11/6/2018
Identification card issued by WI governmental body or unit.	- Valid on date of registration*		Military ID card issued by a U.S. Uniformed Service	- Unexpired, or expired after 11/6/2018
Identification card issued by employer (<i>not a business card</i>)	- Valid on date of registration* - Photo required		Military ID card issued to a <i>veteran</i> by a U.S. Uniformed Service.	May be expired—some may indicate “indefinite.”
Real estate tax bill or receipt	- For current year or year preceding date of the election		Photo ID issued by the federal Dept. of Veterans Affairs	Unexpired or has no expiration date
University, College or Tech College I.D.	- Photo required – Address not required on ID - Plus fee receipt with address dated within last 9 months		University, College or Tech College I.D.	- May be expired –Date of issuance - Signature of student –Photo required - Expiration date no later than 2 years after date of issuance. - Document that proves enrollment.
University, College or Tech College ID	- Photo required – Address not required on ID - Plus name appears on certified housing list		U.S. Passport booklet or card	- Unexpired, or expired after 11/6/2018
Utility bill (gas, electric, phone, cell phone, cable TV, satellite, internet) Utility bill (gas, electric, Bank or Credit Union Statement	- For period that starts no earlier than 90 days before registration		Certificate of Naturalization	- Unexpired - issued not earlier than 2 years before election
Credit Card Statement	- any bank or CU account statement, regardless of the type of account.		WI DOT Driving Receipt	- Unexpired – Valid for 45 days
Paycheck or stub	- any credit card statement		WI DOT I.D Card Receipt	- Unexpired – Valid for 45 days
Check or other document issued by a unit of govt.	- None		Citation or Notice to Revoke or Suspend WI Driver License	- Unexpired
Residential Lease	- Valid on date of registration* - Effective on date of registration* - Cannot be used as POR when registering by mail.		IDPP receipt-conventional	- Dated within 60 days of the election
Care Facility Contract or Intake Document	- Must indicate voter resides at facility - Is not required to indicate room number		IDPP receipt – temporary process	- Valid for 45 days
			I.D. card issued by federally recognized WI tribe	- Valid for 60 days - Expired or unexpired
*Identifying documents which are valid for use during a specified period must be valid on the day an elector registers. Wis. Stat. 6.34(3)(c).				

Quick Guide to Election Day Registrations

Review this document before working at the Badger E-Poll Book table.

Revised 2/2020

1. Verify ward

- ✓ Use your ward-specific street directory to verify that the voter lives in your ward.

2. Review proof of address options with the voter

3. Provide voter with instructions

- ✓ Ask voter to complete the * sections of the registration form.
- ✓ If voter has a current and valid Wisconsin driver license, that number must be provided. If voter doesn't have license number readily available, they may call the Department of Transportation (266-2261). If voter has a license from another state, they will list the last four digits of their Social Security number.

4. Check form for completeness

- ✓ Use your transparency tool to verify that required fields are complete.
 - * Items frequently missed: date of birth (sect. 3) and eligibility (sect. 1).

5. Discreetly check voter name against ineligible voter list

- ✓ If on ineligible list, contact Chief Inspector to initiate voter challenge procedure.

6. Check proof of address

- ✓ If voter presents a document for which you do not have an abbreviation, it isn't an acceptable document. We may only accept:
 - A** – Affidavit on letterhead from agency providing services to the homeless
 - B** – Bank or credit union statement
 - C** – Care facility contract or intake document
 - G** – Government document or government check (including UW, public schools)
 - H** – Certified housing list from UW-Madison or Edgewood College (student listed on the certified housing list will show you a student ID card)
 - P** – Paycheck or paycheck direct deposit statement
 - R** – Residential lease, effective on Election Day
 - S** – Student ID with a college fee statement issued within last 9 months
 - T** – Real estate tax bill or receipt for this year or the previous year
 - U** – Utility bill issued within the past 90 days
 - W** – Wisconsin driver license or Wisconsin ID card (unexpired)

7. Compare name and address on document to the registration form

- ✓ If voter has changed their name, the name change does not become effective for voting purposes until the voter has updated their name with an agency that can issued an acceptable form of voter ID.
 - * A voter registering a name change still needs to complete the entire form.
- ✓ According to the state, hyphenated names conform with their components. For example, a voter registering with the last name Witzel-Behl may use proof of address (and ID) with a last name of Witzel or a last name of Behl.

8. Document proof of address

- ✓ Use the appropriate abbreviation for **what** was used as proof of address (A, B, C, G, H, P, R, S, T, U, or W).
- ✓ Document **who** issued the document used as proof of address; this would be an agency or business (e.g., UW Credit Union, MG&E, WI DOT, or UW- Madison).
- ✓ If the proof of address contains an account number, document the last **4 or 2** digits. If the account number is at least 7 digits long, document the last 4 digits. If the account number is 6 or fewer digits long, document the last 2 digits.

9. Sign the form

- ✓ Sign your name in the Official Signature block (lower right corner of form).
- ✓ Indicate the ward number (lower left corner of form).

10. Direct voter to the next official

Second Election Official

A. Second official verification – either at poll book table or ballot table

- ✓ Use your transparency tool to verify that the form is complete. This ensures that the voter will appear on the next poll book.
- ✓ Sign 2nd Official Signature on form (below 1st Official Signature, bottom right)

B. New registration poll list

- ✓ Print voter's name and address on the new registration poll list.

C. Check voter ID

- ✓ Check the voter's ID. If the voter does not have an acceptable form of ID, they will become a provisional voter.

D. Assign voter slip number

- ✓ Write voter slip number on the registration form (above official signature).
- ✓ Write voter slip number on the new registration poll list.
- ✓ Hand voter slip to the voter, and direct them to the ballot table.

E. Attach registration form to the back of the new registration poll list



Proof Of Residence For Voter Registration

What Do I Need To Know About Proof Of Residence For Voter Registration?

A Proof of Residence document is a document that proves where you live in Wisconsin and is only used when registering to vote.

Photo ID is separate, **you only show photo ID to prove who you are when you request an absentee ballot or receive a ballot at your polling place.**

When Do I Have To Provide Proof Of Residence?

All voters MUST provide a Proof of Residence Document. If you register to vote by mail, in-person in your clerk's office, with a Election Registration Official, or at your polling place on Election Day, you need to provide a Proof of Residence document.

* If you are an active military voter, or a permanent overseas voter (with no intent to return to the U.S.) you do not need to provide a Proof of Residence document.

What Documents Can I Use As Proof Of Residence For Registering?

All Proof of Residence documents must include the voter's name and current residential address.

- A current and valid State of Wisconsin Driver License or State ID card.
- Any other official identification card or license issued by a Wisconsin governmental body or unit.
- Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
- A real estate tax bill or receipt for the current year or the year preceding the date of the election.
- A university, college, or technical college identification card (must include photo) ONLY if the voter provides a fee receipt dated within the last 9 months or the institution provides a certified housing list, that indicates citizenship, to the municipal clerk.
- A gas, electric, or telephone service statement (utility bill) for the period commencing no earlier than 90 days before Election Day.
- Bank/credit card statement.
- Paycheck or paystub.
- A check or other document issued by a unit of government.
- A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.
- Residential lease that is effective on date of registration. (Not valid if registering by mail.)
- An intake document from a residential care facility such as a nursing home or assisted living facility.

This is not a comprehensive list, but categories of the most common types used by voters.

Can My WI Driver License Or WI State ID Card Work As Proof Of Residence?

Yes. A current and valid (unexpired) Wisconsin driver license or Wisconsin state ID card with the voter's current name and address qualifies as **Proof of Residence.**



Proof Of Residence For Voter Registration

How Do I Present My Proof Of Residence Document?

You may present your Proof of Residence document as a hard copy, paper document or an electronic document on your smartphone, tablet, or computer. An internet connection will not be provided for your use.

What Are Examples Of Government Agencies Who Can Issue A Proof Of Residence Document?

This is not a comprehensive list. These are only examples of units of government.

Government agencies can include local, state, or federal units of government.

- Local units of government include: public school district, city, town or village clerk or treasurer's office, your county clerk or treasurer, and many others
- State units of government include: Division of Motor Vehicles (DMV or DOT), Department of Natural Resources (DNR), Department of Workforce Development (DWD), Department of Human Services (DHS), and many others
- Federal units of government include: Internal Revenue Service (IRS), Medicare (not second party vendors), Social Security, and many others

What Are Examples Of Proof Of Residence Documents Issued By A Government Agency?

This is not a comprehensive list. These are only examples of proof of residence documents.

- Fishing and hunting licenses
- Vehicle registrations
- Food stamps, Wisconsin Works, Wisconsin Shares, and BadgerCare notices and correspondence
- Medicare notices and Medicare Explanation of Benefits (not from 2nd party providers or other health insurance providers)
- Social Security and SSI notices and benefits statements
- Public high school, technical college, and public university correspondence and documents, including: admissions correspondence, financial aid notices, report cards, and schedules
- Federal student loan correspondence and notices
- Billing statements and collection notices from a governmental entity
- Correspondence from a federally recognized Native American Tribe living in Wisconsin

What If I Am Unsure If My Document Will Count As Proof Of Residence?

If you are unsure if your document will qualify as acceptable Proof of Residence, please contact:

- Your municipal clerk, contact information can be found at <https://myvote.wi.gov>
- The Wisconsin Elections Commission: 1-866-VOTE-WIS or elections@wi.gov

- i. No voter registration (EL-131) is required.
- ii. No proof of residence is required.
- iii. Proof of identification is required.
- iv. There is no fixed deadline for receipt of the EL-140. The EL-140 must simply be received “in sufficient time for a ballot to be mailed and returned prior to the election.”

Wis. Stat. §6.15(2).

Other Common Residency Scenarios

Voter Situation	Voting Location
Has moved from one ward to another in the same municipality at least 28 consecutive days before an election	In the new ward. Wis. Stat. § 6.02(2).
Has moved from one municipality to another at least 28 consecutive days before an election	In the new municipality. Wis. Stat. § 6.02(2).
Has moved from one ward to another in the same municipality less than 28 consecutive days before an election	In the old ward. Wis. Stat. § 6.10(3).
Has moved from one municipality to another less than 28 consecutive days before an election	In the old municipality. Wis. Stat. § 6.10(3).
Has moved to a different ward, or state temporarily, with intent to return	In the ward or municipality from which they moved. Wis. Stat. § 6.10(8).
Lives in one ward or municipality and conducts business in another	In the ward or municipality where the individual lives. Wis. Stat. § 6.10(6).
Lives in a public or private facility, such as a federal or state institution, county home or hospital, nursing home or group home	In the municipality where the facility is located <i>or</i> in the municipality of residence before entering the facility. Wis. Stat. § 6.10(7m).

Voter Situation	Voting Location
Is on active duty as a member of the armed forces serving in the U.S. or overseas	In the municipality or ward of residence before entering the armed services. Wis. Stats. §§ 6.10(6) and 6.24(2).
Is the spouse or dependent of a member of the armed forces	In the ward or municipality of residence of the military elector <i>or</i> if a Wisconsin resident, municipality, or ward of residence before entering the armed services. Wis. Stat. § 6.10(13).
Is a civilian overseas employee of the U.S. Government	In the municipality or ward of residence before entry into federal employment. Wis. Stat. § 6.22(2)(a).
Is a U.S. Citizen living outside the United States with no present intent to return	In the municipality or ward where they last resided or where their parent last resided before leaving the United States. Wis. Stat. § 6.24(2).

Disqualification of Electors

The following persons shall not be allowed to vote in any election:

1. Any person convicted of treason, felony, or bribery that has not been pardoned or completed the terms of his or her sentence including any term of probation, parole, or extended supervision. Wis. Stat. § 6.03(1)(b).
2. A person who has been determined by a court to be incapable of understanding the objective of the elective process or who is under guardianship, unless the court has determined that the person under guardianship is competent to exercise the right to vote. Wis. Stat. § 6.03(1)(a).
 - a. The court order granting guardianship should specifically declare if the person is incompetent to exercise the right to vote. If the order does not include a specific finding of incompetency, the person retains the right to vote.

Quick Guide to Ineligible Voter List

Revised 10/2018

Discreetly check all Election Day registrations against this list. This is a list of felons known to live in your ward, per the Department of Corrections.

If an absentee voter is found on the ineligible voter list, contact the Chief Inspector to begin the challenge process.

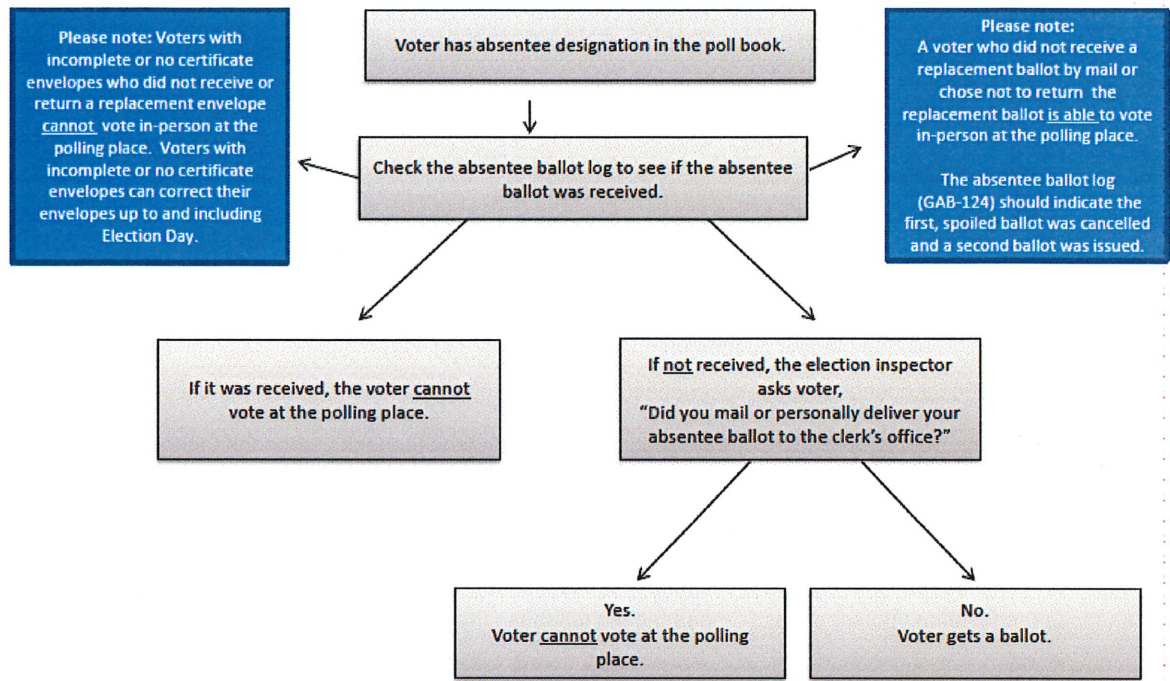
If an Election Day registrant is found on the Ineligible Voter List, explain to the voter that they can register and vote if they are Off Paper. Give the voter one of the ineligible voter letters in the registration folder.

If the voter says they are Off Paper or that they are not serving a sentence for a felony, call the Wisconsin Elections Commission at 266-8005. Sometimes the ineligible voter list erroneously includes individuals who have finished serving their sentence. The Wisconsin Elections Commission may be able to confirm that the voter is eligible.

If the Elections Commission cannot confirm eligibility and the voter says they are eligible to vote, contact the Chief Inspector. You will go through the challenge process with this voter.

It is not our job as election officials to serve as an investigator or a judge. The District Attorney will investigate after Election Day.

Absentee Ballot Issued Process



- i. If an individual noted as “absentee” appears at the polling place, the inspectors should check the Absentee Ballot Log (EL-124) to determine if the ballot has been returned.
 1. If it has been returned and there are no errors that would cause the ballot to be rejected, the voter may not vote at the polling place. Wis. Stat. § 6.86(6).
 2. If it has been returned and there are errors that would cause the ballot to be rejected, the voter may only correct the error. The voter may NOT vote a new ballot at the polling place.
 - a. The election inspectors shall issue a new certificate envelope to the voter.

Quick Guide to Curbside Voting On Election Day

Review this document before working curbside.

Revised 7/2020

1. Greet the voter

- ✓ “Welcome!” “We’re glad you could make it!” Stay far enough away from them that they feel safe – everyone will be different. A “thumbs-up” through a closed car window may be the best way to be friendly.
- ✓ Keep your face and head **out** of the voter’s car.
- ✓ “Have you moved since you last voted?”
- ✓ If the voter needs to register, give them a registration form and follow the Election Day Registration procedure.
- ✓ Look to see if the voter has their own pen or if you need to let the use one of our sanitized pens.

2. Ask for the voter’s name and address

- ✓ Write it down on scratch paper.
- ✓ Check the street directory for the address (make sure the voter is at the right polling place).

3. Check the voter’s ID

- ✓ Be **respectful** and check for acceptable **type, expiration date** (if required for that type), **name, and photo**.
- ✓ The name on the ID should “reasonable conform” to what they told you.
- ✓ The address on the ID doesn’t matter.
- ✓ **Do not touch the voter’s ID;** have the voter hold it up to the car window.
- ✓ If the voter does not have an acceptable form of ID, they will become a provisional voter.

4. Go inside to the Badger E-poll book table

- ✓ State the voter’s name and address (if the voter is not registered, bring out a paper registration form and come back with it completed).
- ✓ Poll book workers select “curbside” in the signature box.
- ✓ Get a voter slip.
- ✓ Get a ballot at the ballot table.

5. Bring the Ballot to the Voter

- ✓ Recruit a second poll worker to accompany you outside.
- ✓ Announce that you are leaving the polling place with a ballot for a curbside voter.
- ✓ Bring the ballot to the voter on a clipboard with a privacy shield from the ballot table.
- ✓ Stand far enough back to give the voter the ability to vote in secret.

6. Return the Ballot to the Polling Place

- ✓ Two workers bring the ballot inside.
- ✓ Announce that you are returning with a ballot for a curbside voter.
- ✓ Feed the ballot into the tabulator.

7. Sanitize Pens and Clipboards

- ✓ Clean the clipboard and discard pen (if the voter didn't bring their own) between each use.
- ✓ Voters in the same car can share materials without sanitizing between them.
- ✓ You should keep one pen for the whole shift for yourself and not share it with anyone else.

Accepting Absentee Ballots Curbside

You do not need to check the ID of someone dropping off a ballot!

1. Remember, anyone can drop off an absentee ballot with you! Check for the following:

- ✓ The envelope is **sealed**.
- ✓ The envelope is **signed by the voter**.
- ✓ The envelope has a **witness signature** and **address**.

2. Poll workers can be the absentee voter's witness.

- ✓ Watch the voter sign the envelope (or initial their signature)
- ✓ Poll workers can use the address of the polling place instead of their own address

3. Bring the ballot into the polling place and note that it was received curbside in the incident log and give to the Chief Inspector to be sent to City Hall for processing.

Quick Guide to Provisional Ballots

Review this document before working at the provisional ballot station.

Revised 4/2018

1. Assign the voter a provisional voter number.
2. Write provisional voter number on a small provisional ballot envelope.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. **Official Use Only:**

Date of Election (month/day/year)	County	PV # 1
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:

3. Indicate on provisional ballot envelope the reason this is provisional:
either the voter did not have acceptable ID, or the voter needs to provide a Wisconsin driver license number for their voter registration application.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. **Official Use Only:**

Date of Election (month/day/year)	County	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
Name (Last, First, Middle) including suffix		<input checked="" type="checkbox"/> WI Driver License number
Street Address – include street number or fire number and name of street, or rural route and box number		<input type="checkbox"/> Photo I.D.
City, State, Zip	Phone Number, including area code	
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	

4. Write election date on provisional ballot envelope.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. **Official Use Only:**

Date of Election (month/day/year)	County	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:

5. Ask voter to write name and address on the envelope.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. **Official Use Only:**

Date of Election (month/day/year)	County	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of	Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted:
Name (Last, First, Middle) including suffix Fannie Lou Hamer		<input type="checkbox"/> WI Driver License number
Street Address – include street number or fire number and name of street, or rural route and box number 301 Registration Lane		<input type="checkbox"/> Photo I.D.
City, State, Zip Beloit, WI 53511	Phone Number, including area code	
Date of Birth (month/day/year)	Are you a citizen of the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	

6. Ask voter to write date of birth and answer citizenship question.

PROVISIONAL BALLOT CERTIFICATE Ballot under Wis. Stat. § 6.97

Voter: Complete the information below and sign the certification in the presence of an election inspector who must also sign. Official Use Only:

Date of Election (month/day/year)		County	PV #
Municipality (check type and list name) Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> of		Ward #	Voter must supply the following information to the municipal clerk no later than 4:00 p.m. on the Friday following the election in order for this ballot to be counted: <input type="checkbox"/> WI Driver License number <input type="checkbox"/> Photo I.D.
Name (Last, First, Middle) including suffix			
Street Address – include street number or fire number and name of street, or rural route and box number			
City, State, Zip		Phone Number, including area code	
Date of Birth (month/day/year) 1/1/1900	Are you a citizen of the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		

7. Document the provisional ballot on the lilac Provisional Ballot Reporting Form found in your blue accordion folder.

- ✓ Document the name and address of the voter.
- ✓ Document the provisional voter number.
- ✓ Indicate whether this is a pre-registered voter or an Election Day registration.
- ✓ Indicate the reason this ballot is provisional.
- ✓ Document voter's contact information so Clerk-Treasurer's Office and can offer the voter help obtaining an ID and getting ballot counted.

8. Stamp "Section 6.97" and write the provisional voter number on the back of the provisional ballot. This is not a secret ballot.

PV# 1
Section 6.97

9. Issue ballot to the voter. Instruct the voter to mark the ballot in the nearest voting booth, seal the ballot in the blue envelope, and then return to the provisional table.

10. When voter returns, instruct voter to sign the envelope.

CERTIFICATION OF VOTER			
I certify, subject to the penalties of § 12.13(3)(g), Wis. Stats., that I am a qualified elector of the ward and municipality in the county of the state of Wisconsin indicated above. I am eligible to vote in this ward at the election today. I understand that if I fail to submit the required information listed above to my municipal clerk no later than 4:00 p.m. on the Friday following the election, my ballot may not be counted.			
<u>Fannie Lou Hamer</u>	<u>11/4/2020</u>	<u>E. Official</u>	<u>11/4/2020</u>
Signature of Voter	Date	Signature of Election Inspector	Date
GAB-1231 Rev 2011-12 Government Accountability Board, P.O. Box 7934, Madison, WI 53707-7934 608-261-2028 web: gab.wi.gov mail: gab@wi.gov			

11. Sign the envelope as the election inspector.

12. Give voter the blue Provisional Voter handout about how to get ballot counted.

13. Place provisional ballot certificate envelope in the large blue Wisconsin Inspectors' Certificate of Provisional Ballots envelope.

Quick Guide for Assisting Provisional Voters Who Return to the Polls with ID before 8 p.m.

Revised 4/2018

1. **Issue the voter a voter number** in the Badger E-poll book.
2. **Discard provisional ballot and issue a new ballot.**

If the voter is in a hurry, they can insert the ballot marked earlier into the tabulator, but that ballot is not a secret ballot. It is best to have the voter discard their provisional envelope in the discarded ballot envelope, and issue a new ballot to the voter.
3. **Document on the lilac Provisional Ballot Reporting Form:**
 - Method of Providing Information: In-Person
 - Date and Time voter returned to the polls
 - Name of election official who checked the voter's ID
 - Voter slip number issued to the voter (not the PV #)
4. **Document on the incident log of the Inspectors' Statement** that the voter returned with ID and was issued a regular ballot.
5. When reporting your final number of provisional ballots on the Inspectors' Statement at the end of the night, **you will not include this voter in the provisional ballot count.**

Quick Guide to Remaking Ballots

Review this document before remaking any ballots.

Revised 10/2018

1. Get a ballot buddy

- ✓ For the sake of transparency, always work with another official.
- ✓ Invite observers to watch the process.

2. Document on incident log

- ✓ Write down why you are remaking ballots, and whether you could determine voter intent.
- ✓ Remember, these are secret ballots. We shouldn't know whose ballots are being remade, or the voter slips assigned the corresponding absentee envelopes.
- ✓ Both officials involved in remaking the ballot should initial the incident log.

3. Assign sequential numbers to ballots that need to be remade

- ✓ The first ballot to be remade is labeled Original Ballot #1 (Bad Ballot #1), and the corresponding remade ballot is labeled Duplicate Ballot #1 (Good Ballot #1). If there is a recount, these ballots will be compared side by side.

4. Complete "For Official Use Only" box on bottom of the ballot

- ✓ Indicate the reason for remaking the ballot.
- ✓ Assign the same sequential number to both the original and the duplicated ballot.
- ✓ Both officials remaking the ballot should initial the official use only box.

For Official Use Only	
<i>Inspectors: Identify ballots required to be remade.</i>	
Reason for remaking ballot:	
<input type="checkbox"/> Overvoted	
<input type="checkbox"/> Damaged	
<input checked="" type="checkbox"/> Other	
Original Ballot No. or Duplicate Ballot No.	
<u>1</u>	
<u>LV</u>	<u>SW</u>
Initials of inspectors who remade ballot	

For Official Use Only	
<i>Inspectors: Identify ballots required to be remade.</i>	
Reason for remaking ballot:	
<input type="checkbox"/> Overvoted	
<input type="checkbox"/> Damaged	
<input checked="" type="checkbox"/> Other	
Original Ballot No. or Duplicate Ballot No.	
<u>1</u>	
<u>LV</u>	<u>SW</u>
Initials of inspectors who remade ballot	

5. Affix Bad Ballot, Good Ballot labels

- ✓ Locate labels in the front pocket of the red resource binder.
- ✓ On good ballot label, answer whether ballot was an absentee.
- ✓ Place labels near official use section of ballot without covering any ovals or coding. The bad ballot label goes on the ballot marked by the voter. The good ballot label goes on the remade ballot that will be fed through the tabulator.

6. Determine voter intent

- ✓ Mark the remade ballot to reflect voter intent, with the exception of over-voted offices.
- ✓ **Over-votes:** If the voter selected too many candidates for an office, and it is not clear to the officials that the voter intended to vote for only one of those candidates, the over-voted office will be left blank on the remade ballot.

7. Preserve ballot marked by voter as evidence

- ✓ The ballot marked by the voter gets folded and placed in the large manila envelope labeled, Original Ballots that have been Duplicated. This large envelope will be sealed in the ballot bag at the end of the night.

8. Feed remade ballot into the tabulator

- ✓ Insert the remade ballot into the tabulator to be counted.

Voter Intent Objections – If an election official objects to a voter intent determination, document the objection on the incident log. Only an election official can object. The remade ballot will be processed, but the election officials will make a notation on the remade ballot to indicate the objection. Objections are numbered sequentially, beginning with “Objection #1.”

<p>Ballot issued by <u>LV</u></p> <p>(initials of inspectors) <u>SW</u></p> <p>Absentee ballot issued by</p> <p>(initials of municipal clerk or deputy clerk) (If issued by SVDs, both SVDs must initial.)</p> <p>Certification of Voter Assistance I certify that I marked this ballot at the request and direction of a voter, who is authorized under the law to receive assistance.</p> <p>(signature of assistor)</p> <p>For Official Use Only</p> <p>Inspectors: Identify ballots required to be remade.</p> <p>Reason for remarking ballot: <input type="checkbox"/> Overvoted <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No. <u>#2</u></p> <p>Good Ballot # 2 Remade ballot Absentee? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Initials: <u>LV SW</u></p> <p>Ballot begins on other side →</p>	<p>Ballot issued by <u>SW</u></p> <p>(initials of inspectors) <u>SW</u></p> <p>Absentee ballot issued by</p> <p>(initials of municipal clerk or deputy clerk) (If issued by SVDs, both SVDs must initial.)</p> <p>Certification of Voter Assistance I certify that I marked this ballot at the request and direction of a voter, who is authorized under the law to receive assistance.</p> <p>(signature of assistor)</p> <p>For Official Use Only</p> <p>Inspectors: Identify ballots required to be remade.</p> <p>Reason for remarking ballot: <input type="checkbox"/> Overvoted <input checked="" type="checkbox"/> Damaged <input type="checkbox"/> Other</p> <p>Original Ballot No. or Duplicate Ballot No. <u>#2</u></p> <p>Bad Ballot # 2 Original ballot that has been duplicated Initials: <u>SW LV</u></p> <p>Page 2 of 2-sided ballot</p> <p>Ballot begins on other side →</p>
---	---

YOU'VE GOT THE RIGHT PHOTO ID. NOW WHAT?

HERE'S WHAT TO EXPECT AT THE POLLS.

Now that people are bringing their IDs to the ballot, voting at your polling place will be a little different. Just remember to be patient; not everyone will be as prepared for these changes as you are.

STATE IT

First, you'll need to state your full name and address for the election official who checks you in. They'll check your information in the polling book.

SHOW IT

Next, it's time to show your photo ID. That way, poll workers can compare your face to your photo and confirm that you really are you.

SIGN IT

Finally, you'll sign the poll book (unless a physical disability prevents it). Your signature or mark should go right next to your name and address. Now you're ready to vote.

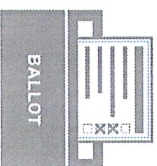
IF YOU VOTE AT A POLLING PLACE IN WISCONSIN, YOU'RE GOING TO NEED THE RIGHT PHOTO ID.

OF COURSE, NOT EVERYONE VOTES THAT WAY.

Most Wisconsin voters will need to show an acceptable photo ID to vote—including absentee voters who vote at their municipal clerk's office. Even most mail-in absentee voters will need to include a photocopy of their ID with their ballot application. It's the new law. For some absentee voters who vote by mail there are some exceptions to the law that may mean you don't need a photo ID.

If you're in the military, live permanently overseas or are classified as a confidential elector, you don't need a photo ID to cast your absentee ballot.

There are also accommodations in the law for absentee voters who cannot make it to a polling place because they are indefinitely confined, or live in a nursing home or care facility. These voters do not need to show their photo ID, but other rules do apply. Contact your municipal clerk's office or visit bringit.wisconsin.gov for more details.



BRING IT
— TO THE —
BALLOT

For complete information about the Voter Photo ID Law and its requirements, visit:

BRINGIT.WISCONSIN.GOV
1.866.VOTE.WIS

Sponsored by the
Wisconsin Elections Commission

Visit us online at
ELECTIONS.WI.GOV

BRING IT
— TO THE —
BALLOT

NOW YOU NEED THE RIGHT PHOTO ID TO VOTE IN WISCONSIN.

HERE'S WHAT YOU SHOULD KNOW.





**I'VE GOT
AN ID, BUT
CAN I VOTE
WITH IT?**

**YOU PROBABLY ALREADY
HAVE THE RIGHT PHOTO ID.**

Let's check to see if you're ready to vote.



MILITARY ID



TRIBAL ID



US PASSPORT



VETERAN'S ID



CERTIFICATE OF
NATURALIZATION



WI COLLEGE STUDENT ID
E PROOF OF ENROLLMENT



WI DRIVER LICENSE
OR RECEIPT



WI STATE ID CARD
OR RECEIPT



**VOTERS HAVE A
LOT OF IDS TO
CHOOSE FROM.**

You can even vote with a receipt issued by the Division of Motor Vehicles if your new driver license or state ID card doesn't arrive in the mail by Election Day. The address on your ID doesn't have to be current. And the name on your ID doesn't need to be an exact match for your name in the poll book. (So, Richards who go by Rich, Bobs who are also Roberts and Susans with IDs for Sue can all relax.)

Of course, there are certain requirements. To be accepted, your ID should look like you, even if you've colored your hair, shaved your beard or lost some weight and your ID must be current. But your WI driver license, or state ID, military ID, U.S. Passport can still be used if it has expired after the last General Election (November 6, 2018).



**I WANT TO
VOTE, BUT
I NEED THE
RIGHT ID.**

**YOU CAN GET A WISCONSIN
STATE ID CARD FOR FREE.**

These are just a few of the documents you can take to your Division of Motor Vehicles.

PROOF OF NAME AND DATE OF BIRTH



CERTIFIED
BIRTH
RECORD



CERTIFICATE
OF
CITIZENSHIP



CERTIFICATE
OF
NATURALIZATION

PROOF OF CITIZENSHIP OR LEGAL STATUS



CERTIFIED
BIRTH
CERTIFICATE



CERTIFICATE
OF
CITIZENSHIP



CERTIFICATE
OF
NATURALIZATION

PROOF OF IDENTITY



SOCIAL
SECURITY
CARD



CERTIFICATE
OF
DIVORCE



NON-WI DRIVER
STATE ID CARD



MILITARY
DISCHARGE
PAPERS

PROOF OF WISCONSIN RESIDENCY



PAY STUB



CABLE, PHONE
OR UTILITY BILL



MORTGAGE
PAPERS



GOV-ISSUED
CORRESPONDENCE

**YOU'LL NEED ONE DOCUMENT
FROM EACH CATEGORY.**

These are just a few of the most common documents you can use. For the complete list visit wisconsinidmvt.gov or call (608) 264-7447.

Some records, like a certified birth certificate, satisfy more than one category. Just be sure to bring originals—photocopies don't count—and check the box that says "ID for Free" on your application. Once it's complete, you'll get a receipt that is valid for 45 days, so can use it at the polls until your state ID arrives by mail.

If you do not have all the records you need, bring whatever records you have to the DMV. They will help to figure out what you are missing and can help to locate birth records, even if you were born in another state.

Visit wisconsinidmvt.gov or call (608) 264-7447.

Tarjeta de identificación gratuita y el proceso de peticionarla (IDPP)



¿No tiene su acta de nacimiento?

¡No hay problema!
¡Pregúntenos cómo!

Llámenos al (844) 588-1069

o visite wisconsinidmv.gov

bringit.wi.gov

Obtener un ID gratuito para votar es fácil

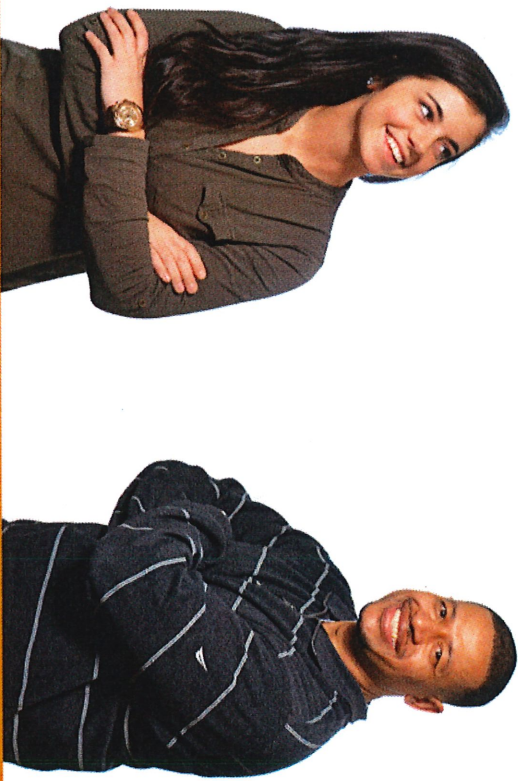
- 1) Ir al DMV más cercano
Le ayudaremos. Para localizar un DMV, llámenos al (844) 588-1069
- 2) Presentar lo siguiente, si está disponible
 - **Nombre y fecha de nacimiento**
(tal como un certificado de nacimiento)
 - **Identidad**
(Tarjeta de Seguro Social, Tarjeta de Medicaid/Medicare, etc.)
 - **Domicilio en Wisconsin**
(Cuenta de servicio público, correo gubernamental, contrato de alquiler, etc.)
 - **Ciudadanía estadounidense**
Certificado de nacimiento de los EE.UU. o documentación de ciudadanía
 - **Número de Seguro Social**
- 3) Si usted no tiene todos o no tiene ninguno de ellos, todavía puede obtener un ID para votar. Presente lo que tenga al DMV, llene dos formularios, y obtendrá un documento de identificación con foto por correo que se puede utilizar a tiempo para votar.

¿Preguntas? (844) 588-1069

wisconsinidmv.gov

bringit.wi.gov

Tarjeta de identificación gratuita y el proceso de petitionerarla (IDPP)



¿No tiene su acta de nacimiento?

¡No hay problema! ¡Pregúntenos cómo!

Llámenos al (844) 588-1069

o visite wisconsin.dmv.gov

bringit.wi.gov

Obtener un ID gratuito para votar es fácil

- 1) Ir al DMV más cercano
Le ayudaremos. Para localizar un DMV, llámenos al (844) 588-1069
- 2) Presentar lo siguiente, si está disponible
 - **Nombre y fecha de nacimiento**
(tal como un certificado de nacimiento)
 - **Identidad**
(Tarjeta de Seguro Social, Tarjeta de Medicaid/Medicare, etc.)
 - **Domicilio en Wisconsin**
(Cuenta de servicio público, correo gubernamental, contrato de alquiler, etc.)
 - **Ciudadanía estadounidense**
Certificado de nacimiento de los EE.UU. o documentación de ciudadanía
 - **Número de Seguro Social**
- 3) Si usted no tiene todos o no tiene ninguno de ellos, todavía puede obtener un ID para votar. Presente lo que tenga al DMV, llene dos formularios, y obtendrá un documento de identificación con foto por correo que se puede utilizar a tiempo para votar.

¿Preguntas? (844) 588-1069

wisconsin.dmv.gov

bringit.wi.gov

Free ID & Identification Card Petition Process (IDPP)



Getting a free ID for voting is easy

- 1) Visit your local DMV office
We'll help. To find a DMV, call us
(844) 588-1069
- 2) Bring the following, if available:
 - **Proof of name and date of birth**
(such as a Birth Certificate)
 - **Proof of identity**
(Social Security Card, Medicaid/Medicare card, etc.)
 - **Wisconsin residency**
(Utility Bill, Government Mail, Lease, etc.)
 - **Proof of U.S. citizenship**
(U.S. Birth certificate or Citizenship paperwork)
 - **Social Security Number**
- 3) If you don't have all or any of these...
you can still get an ID for voting. Just bring what you have to the DMV, fill out two forms, and you will get a photo ID document in the mail that you can use in time for voting.

No Birth Certificate?
No problem!
Ask us how!

Call us at (844) 588-1069
or visit wisconsinidmv.gov

bringit.wi.gov

Questions? (844) 588-1069
wisconsinidmv.gov
bringit.wi.gov

Free ID & Identification Card Petition Process (IDPP)



No Birth Certificate?
No problem!
Ask us how!

Getting a free ID for voting is easy

- 1) Visit your local DMV office
We'll help. To find a DMV, call us
(844) 588-1069
- 2) Bring the following, if available:
 - **Proof of name and date of birth**
(such as a Birth Certificate)
 - **Proof of identity**
(Social Security Card,
Medicaid/Medicare card, etc.)
 - **Wisconsin residency**
(Utility Bill, Government Mail, Lease, etc.)
 - **Proof of U.S. citizenship**
(U.S. Birth certificate or Citizenship
paperwork)
 - **Social Security Number**
- 3) If you don't have all or any of these...
you can still get an ID for voting. Just bring
what you have to the DMV, fill out two
forms, and you will get a photo ID document
in the mail that you can use in time for voting.

Call us at (844) 588-1069

or visit wisconsinidmv.gov
bringit.wi.gov

Questions? (844) 588-1069

wisconsinidmv.gov
bringit.wi.gov